ENLISTED ADMINISTRATIVE SEPARATIONS OVERVIEW

ADSEP Roles

- The Roles for the ADSEP functionality include
  - Preparer – The Marine who prepares the Notification of Separation Package (NOSP) and the ADSEP package.
  - Certifier – Commander/I-I at the unit level who certifies that the ADSEP package is complete.
  - Endorser – Commander/I-I above the unit level that endorses the ADSEP package.
  - SJA – Staff Judge Advocate at the MSC level who reviews the package for legal sufficiency.
  - SA – Separation Authority who has the authority to separate the Respondent.

Overview - Preparer

- The Preparer performs the Pre-Notification and Post-Notification processing which results in a Finalized package which is sent to the Certifier.
- The Pre-Notification packages are found in the Pre-Notification Inbox and should be in a Draft package status.
- The Post-Notification packages are found in the Post-Notification Inbox in a Printed Notification package status.

Overview - Preparer

- The Preparer also has an In-Progress inbox. All packages that have been created by that unit's preparer's are in the In-Progress Inbox after they have been Finalized. The Preparer can pull-back a package in the In-Progress Inbox for corrections. Pulling a package back will place the package in the unit's Preparer's Post-Notification In-box. The package will have to be processed to Finalized status to appear in the In-Progress Inbox again.
- Closed Inbox – All packages that the SA has competed are in the Closed Inbox.

Creating an ADSEP Package

- The ADSEP package is created by the Preparer logging into MOL, selecting resources, selecting MCEAS and selecting their ADSEP Preparer's Profile and selecting the ADSEP function.
- The Preparer selects Create New ADSEP from the function menu.
- The User input's the Respondent's SSN. If the Respondent passes the system edits, the Preparer will be asked to confirm the creation of an ADSEP package. Pressing the Okay button will initiate the ADSEP package and display the Personnel Data screen.

Marine Reserve Order Writing System (MROWS)

Welcome **WAYNE SOEHNLIN** to the MROWS Home Page

Your Latest Broadcast messages:

2010/07/30	Hallelujah! Broadcast test.
2010/07/05	Release 5 - Test Build 32
2010/04/22	Release 4 has been implemented and after a few shaky hours we seem to be back up and running. If anyone in your office has problems, ask them to turn their machines off and on and try again. If they still cannot get in, call us at: (816) 926-7461/7464. To read what was in this small but dangerous release, go to the Utilities menu and click on Release Notes. Have a great day!
2009/11/17	Release 2 was implemented on 17 Nov 09. Please review the Release Notes under your Utilities Menu to see what is included.
2006/08/09	"The PTO and CTO cannot continue to give cost estimates over the phone. It is too time consuming and is not the proper way of doing business, nor does it hold/reserve the Government fare quoted. If reservations are not submitted in time, go to http://www.fedtravel.com/gsa/ to get City Pair estimates. Keep in mind, the city pair quote is valid only as long as there is availability, w/the contracted carrier. If the contract City Pair is not available at the time reservations are made, the next higher government rate will apply. The more short fuse your request is, the more inaccurate the GSA City Fare website will be. Capt Lawrence MFR TMO."
2006/06/13	NEW TMO/Passenger Transportation Office Duty cell phone number for after hours assistance: 817-542-3022.
2006/01/23	MARFORRES PTO/TMO CONTACT INFO: Toll Free: 1-800-782-8165 Commercial Voice: 504-678-6011/6016/6266/9849/6031/6948/6048 Commercial FAX: 504-678-6033 RAVENEL CONTACT INFO: Commercial Voice: 504-678-7361 Commercial FAX: 504-678-7366 DSN VOICE/FAX: DSN 678-XXXX
2005/05/02	Prior to writing any orders for IIADT or Prior Service Training (PSTA) you MUST visit the Reserve Affairs website at www.manpower.usmc.mil. Once there click on Reserve Affairs, Reserve Affairs Policy (RAP), IIADT or PSTA. The Reserve Affairs website should answer all questions pertaining to funding and reporting instructions for SOI East and SOI West. Any further questions should be directed to the Reserve

UNCLASSIFIED

Marine Reserve Order Writing System (MROWS)

Version: 0.99.0123 Database: mrowstest Server: B5 Page Refreshed At: 2007/02/21 14:46

Please Select A Menu | Home | Change Profile | Back to MOL | Logout «Bottom»

Create Package

Enter SSN:

Create Package

Prototype Notes:

1. If you try to ADSEP someone who is an Officer or Retired personnel, you will get an error message. You will NOT be able to go on.

UNCLASSIFIED

Marine Reserve Order Writing System (MROWS)

Version: 0.99.0123 Database: mrowstest Server: B5 Page Refreshed At: 2007/02/21 14:46

Please Select A Menu | Home | Change Profile | Back to MOL | Logout «Bottom

Create Package Confirmation

Make sure this is the correct respondent you are trying to ADSEP. Once the package is created only the ADSEP Admin can delete this package.

Name: GRISSOM, GIL
SSN: 0-111-11-1111
Rank: E3
Unit: 4TH MAW

Cancel Confirm

Prototype Notes:

1. If the person is within 60 days of their Expiration Current Contract(ECC), you will get a warning message telling you of this. You will still be able to go on with ADSEP.

Personnel Data Screen

- The Personnel Data screen displays personnel information about the Respondent. The personnel information on the screen is a snapshot of MCTFS. Therefore to change information on this page, the information must be updated in MCTFS. After the MCTFS information has been updated the Preparer can use the Refresh Personnel Data button to update the Personnel Data in ADSEP.
- Custody Status – Select the Custody status of the Respondent. The correct custody status is required to accurately complete the Notification of Separation Letter.
- Note – After the package has been initiated the Pre-Notification screens can be accessed from the Pre-Notification Inbox under the Preparer's My Inbox on the ADSEP function menu.

Personnel Data

Package id: 18169	Respondent: Grissom,Gil	Waived Rights: No
Package Status: Draft	SSN: 0-111-11-1111	Submitted Statement: No
Separating Auth: 4th MARDIV	Grade: E3	Rec'd Req'd 6105 Counseling: No
Authority: GCMCA	Strength Category: 0	Suspension Authorized: No

Step 0 of 2: Personnel Data Section: 0. Personnel Data

Custody

Military ○ Civilian ○ Foreign ○ N/A ○

Respondent's Home Address

Street: 12345 College Ave.
City: Las Vegas
State: NV
Zip Code: 892150000
Home Phone: (702)555-6325
Work Phone: (702)555-8425

Assigned Command

RUC	14003
MCC	SCG
Name	MPCO HQBN 4THMARDIV
City	Twin Cities
State	MN
Billet	0621
Primary MOS	0621
Rank	LCpl
Date of Rank	2009/09/09
Component	USMCR

Component Code

Active
Reserve K4

Military ◯ Civilian ◯ Foreign ◯ N/A ◯

Respondent's Home Address

Street: 12345 College Ave.
City: Las Vegas
State: NV
Zip Code: 892150000
Home Phone: (702)555-6325
Work Phone: (702)555-8425

Assigned Command

RUC	14003
MCC	SCG
Name	MPCO HQBN 4THMARDIV
City	Twin Cities
State	MN
Billet	0621
Primary MOS	0621
Rank	LCpl
Date of Rank	2009/09/09
Component	USMCR

Component Code

Active	
Reserve	K4

Expiration of Current Contact

Active	2007/03/15
Reserve	2012/08/29
End of Active Service	2007/03/15

Record Status

Active	E
Reserve	0
Pay Entry Base Date	2003/04/01
Date of Birth	1989/02/29

View Personnel Data

Refresh Personnel Data

Next | Save | Save & Close

Prototype Notes:

1. If the person is within 60 days of their Expiration Current Contract(ECC), you will still get the warning message and be able to go on with the ADSEP.

«Top»

Use of this system constitutes agreement with THIS statement in conjunction with the PRIVACY ACT STATEMENT.

Separation Basis

- Required Counseling – Select if the Marine has received the required 6105 counseling.
- Suggested Primary Basis – If there is more than one Separation Basis, the Preparer must select the Suggested Primary Basis radio button.
- Separation Basis - Select the Separation Basis from the drop-down menu that corresponds with the separation paragraph in the Separations Manual.
- General and Specific Basis - The ADSEP functionality will automatically populate the General and Specific Separation Basis. The system will also populate the Separation Sub Category, Least Favorable Characterization of Service (LFCS), the Minimum Separation Authority, if the separation basis requires Mandatory Processing or Counseling.

Separation Basis

- Factual Basis - Input the Factual Basis that support the recommended separation basis. Since the application will not spell check your comments, use Word to create your comments then cut and paste the them into the application. There is a 500 character limit to the Factual Basis text box.
- If a second Separation Basis is recommended, it can be selected from the second Separation Basis drop-down menu. Input the second Factual Basis in the corresponding text box.
- Review the SJA information prior to selecting the separation basis.

Rec'd Req'd 6105 Counseling: ☐ (signed by Marine Commander and with the five required documents)

Separation Basis 1

Suggested Primary Basis Separation Basis

General
Specific

Factual Basis (will appear as typed)

Sub Category
Least Favorable Characterization of Service
MCO P1900 Paragraph
Minimum Separating Authority
Mandatory Processing
Counseling Req'd

Separation Basis 2

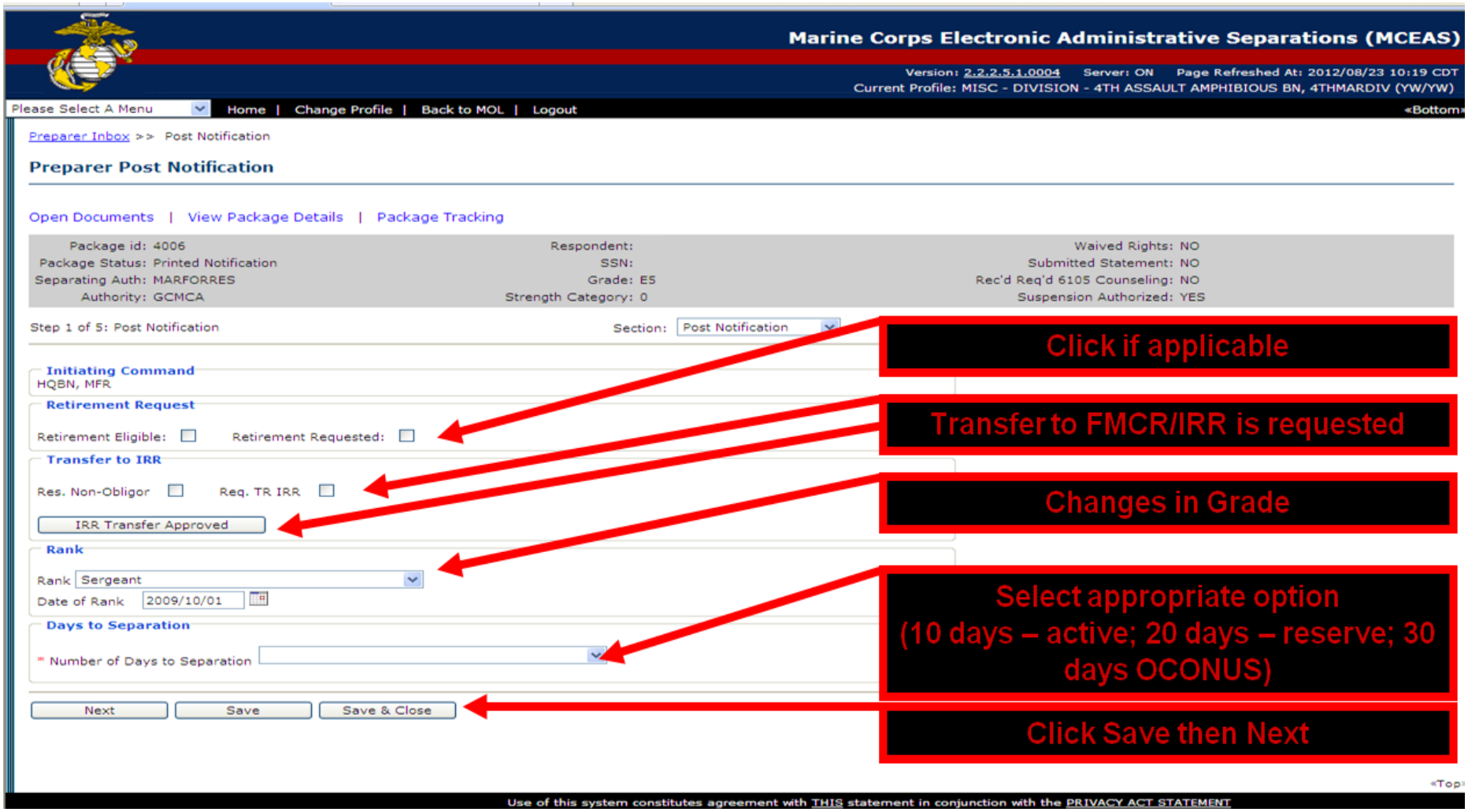
Suggested Primary Basis Separation Basis

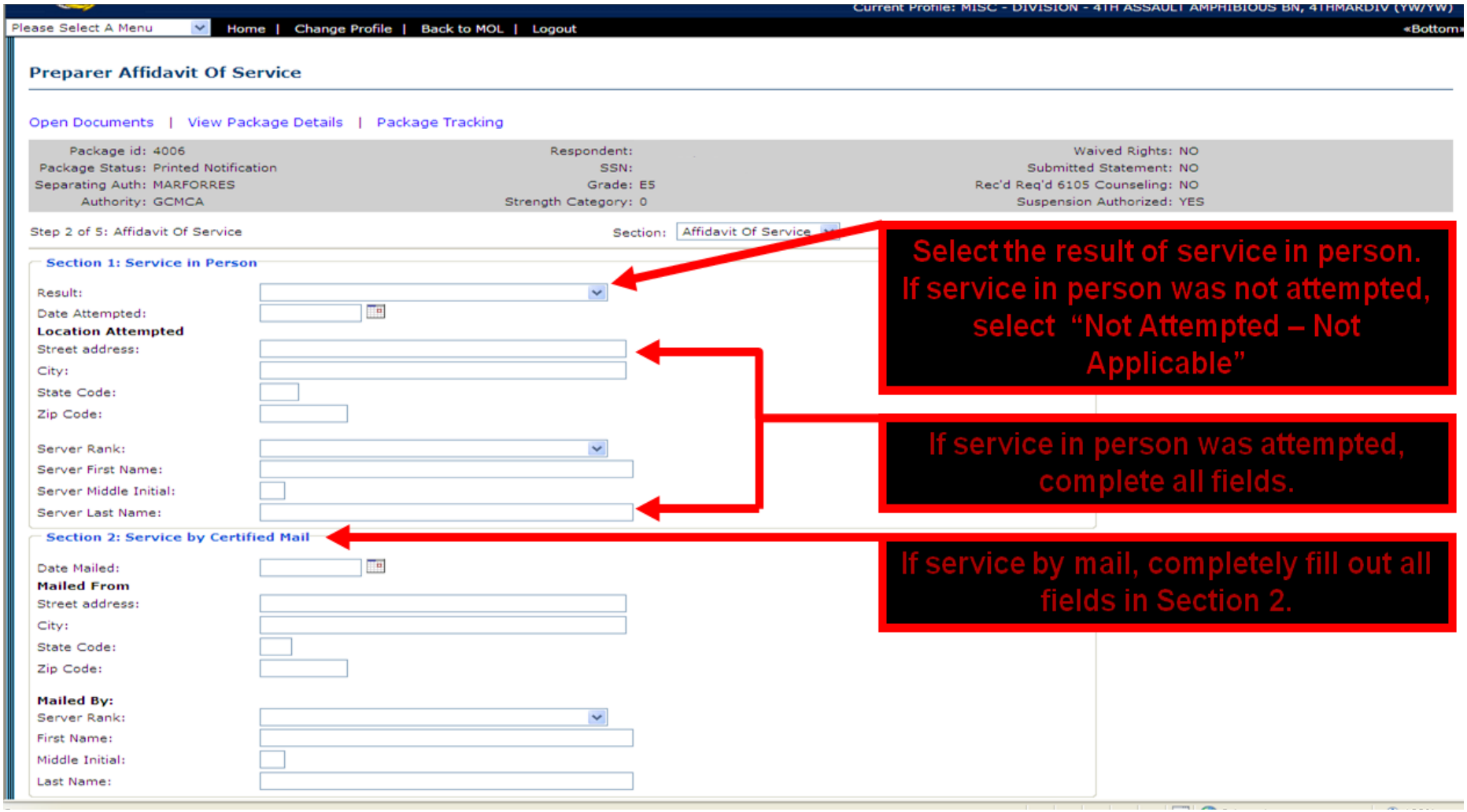
General
Specific

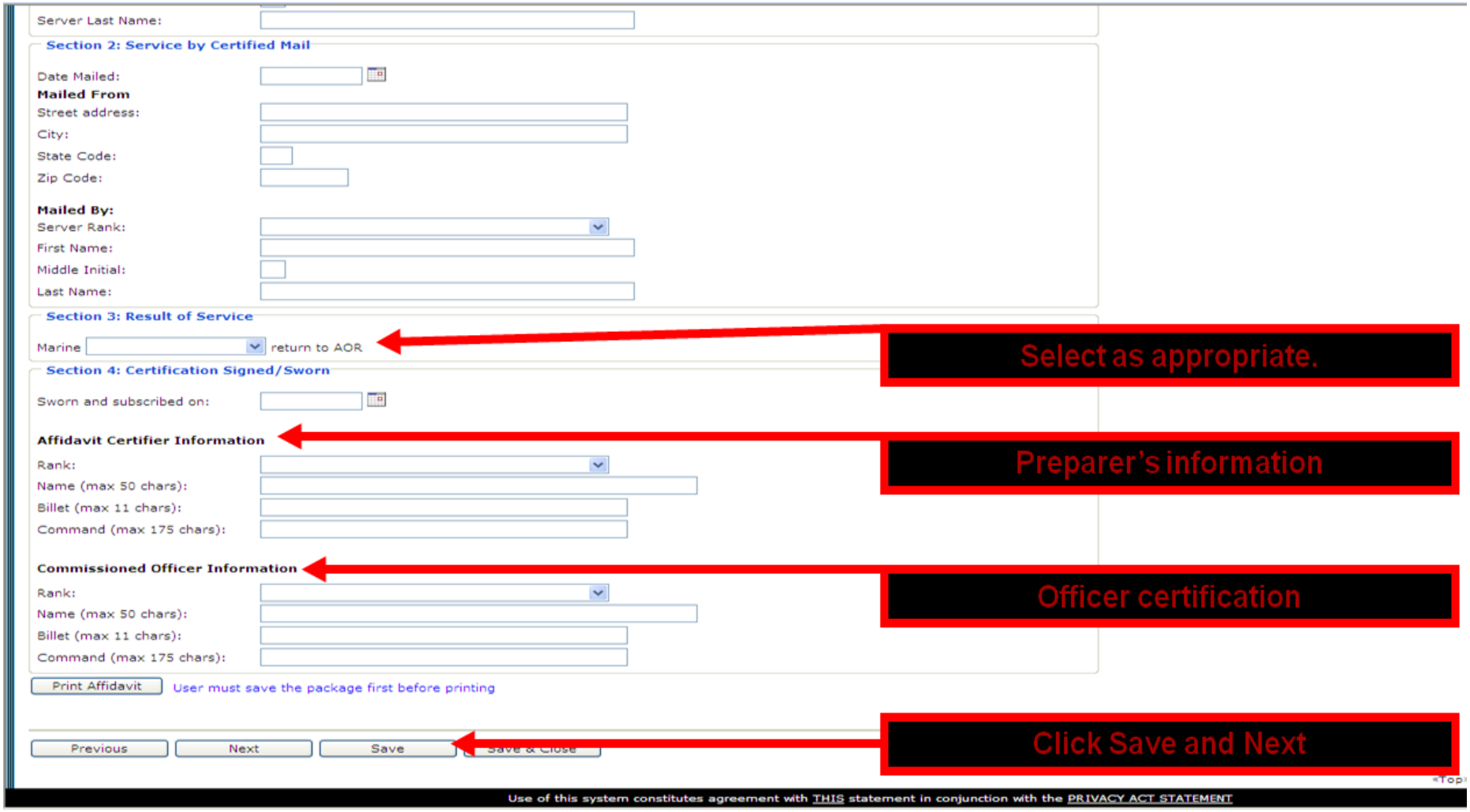
Factual Basis (will appear as typed)

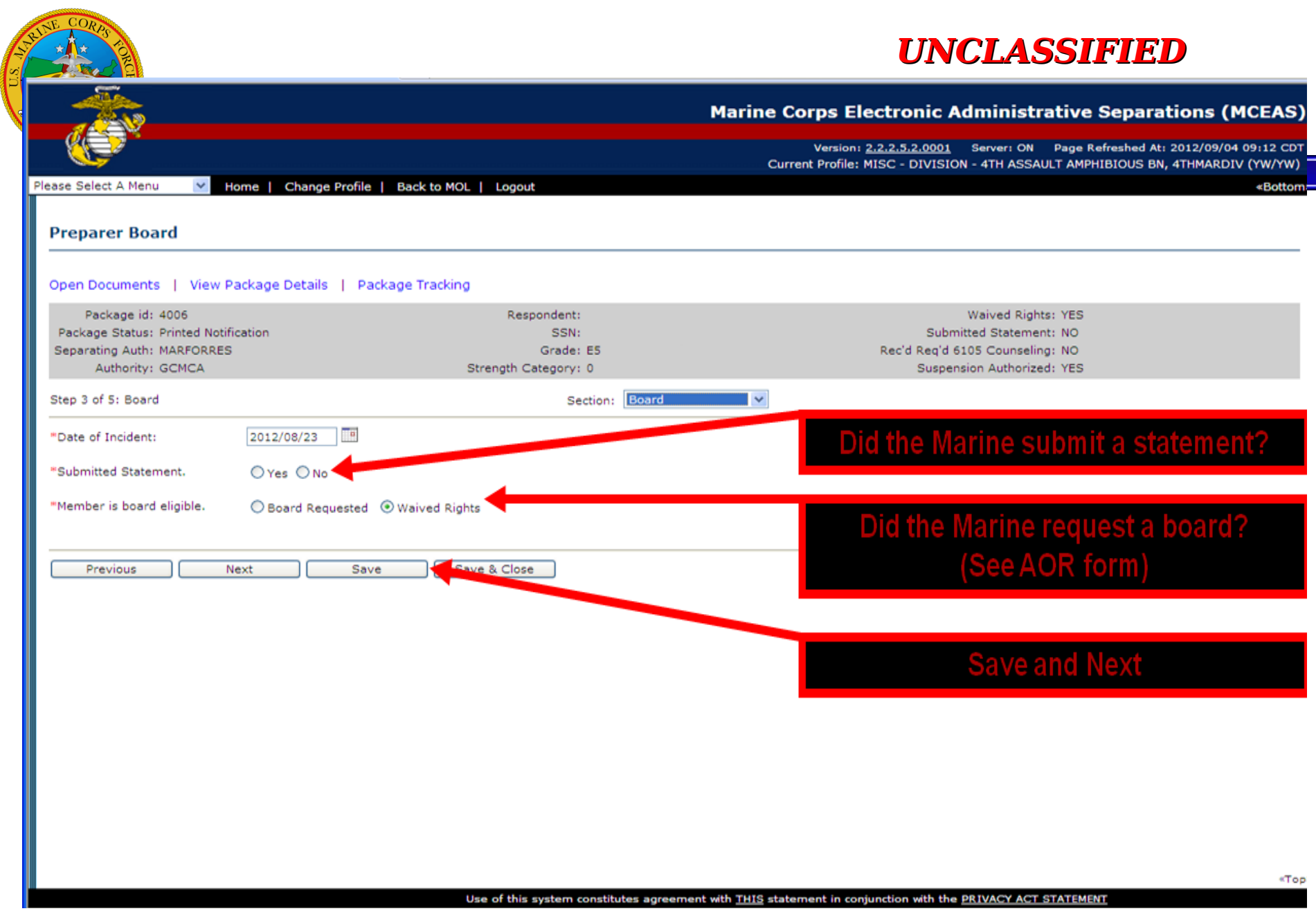
Sub Category
Least Favorable Characterization of Service
MCO P1900 Paragraph
Minimum Separating Authority
Mandatory Processing
Counseling Req'd

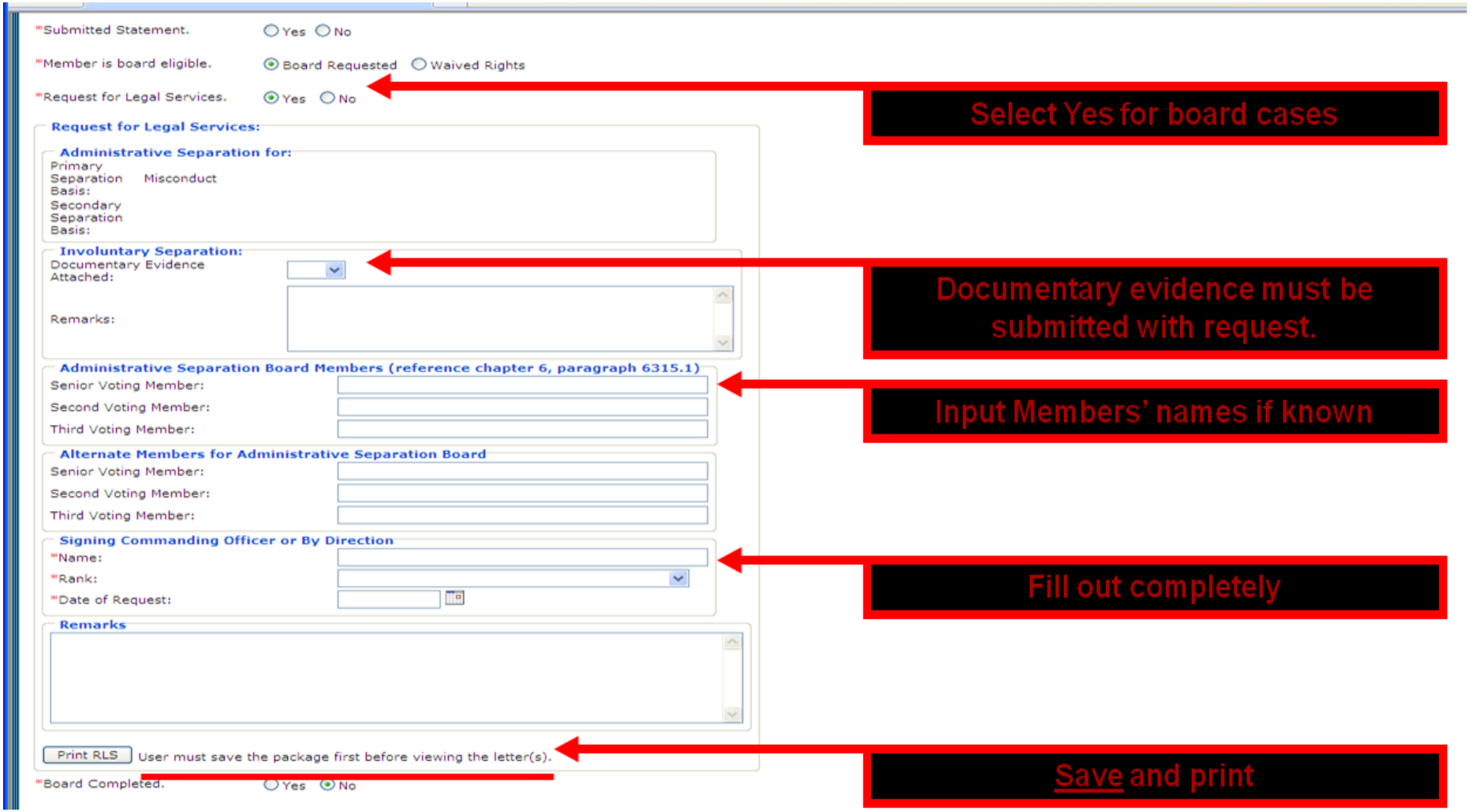
Previous | Next | Save | Save & Close


Marine Corps Electronic Administrative Separations (MCEAS)
Version: 2.2.2.5.1.0004 Server: ON Page Refreshed At: 2012/08/23 10:19 CDT
Current Profile: MISC - DIVISION - 4TH ASSAULT AMPHIBIOUS BN, 4THMARDIV (YW/YW)
Please Select A Menu
Home | Change Profile | Back to MOL | Logout
«Bottom»
Preparer Inbox >> Post Notification
Preparer Post Notification
Open Documents | View Package Details | Package Tracking
Package id: 4006
Package Status: Printed Notification
Separating Auth: MARFORRES
Authority: GCMCA
Respondent:
SSN:
Grade: E5
Strength Category: 0
Waived Rights: NO
Submitted Statement: NO
Rec'd Req'd 6105 Counseling: NO
Suspension Authorized: YES
Step 1 of 5: Post Notification
Section: Post Notification
Initiating Command
HQBN, MFR
Retirement Request
Retirement Eligible:
Retirement Requested:
Transfer to IRR
Res. Non-Obligor
Req. TR IRR
IRR Transfer Approved
Rank
Rank Sergeant
Date of Rank 2009/10/01
Days to Separation
* Number of Days to Separation
Next
Save
Save & Close
Click if applicable
Transfer to FMCR/IRR is requested
Changes in Grade
Select appropriate option
(10 days – active; 20 days – reserve; 30 days OCONUS)
Click Save then Next
«Top»
Use of this system constitutes agreement with THIS statement in conjunction with the PRIVACY ACT STATEMENT


Current Profile: MISC - DIVISION - 4TH ASSAULT AMPHIBIOUS BN, 4THMARDIV (YW/YW)
Please Select A Menu
Home | Change Profile | Back to MOL | Logout
«Bottom»
Preparer Affidavit Of Service
Open Documents | View Package Details | Package Tracking
Package id: 4006
Package Status: Printed Notification
Separating Auth: MARFORRES
Authority: GCMCA
Respondent:
SSN:
Grade: E5
Strength Category: 0
Waived Rights: NO
Submitted Statement: NO
Rec'd Req'd 6105 Counseling: NO
Suspension Authorized: YES
Step 2 of 5: Affidavit Of Service
Section: Affidavit Of Service
Section 1: Service in Person
Result:
Date Attempted:
Location Attempted
Street address:
City:
State Code:
Zip Code:
Server Rank:
Server First Name:
Server Middle Initial:
Server Last Name:
Section 2: Service by Certified Mail
Date Mailed:
Mailed From
Street address:
City:
State Code:
Zip Code:
Mailed By:
Server Rank:
First Name:
Middle Initial:
Last Name:
Select the result of service in person. If service in person was not attempted, select "Not Attempted – Not Applicable"
If service in person was attempted, complete all fields.
If service by mail, completely fill out all fields in Section 2.


Server Last Name:
Section 2: Service by Certified Mail
Date Mailed:
Mailed From
Street address:
City:
State Code:
Zip Code:
Mailed By:
Server Rank:
First Name:
Middle Initial:
Last Name:
Section 3: Result of Service
Marine
return to AOR
Section 4: Certification Signed/Sworn
Sworn and subscribed on:
Affidavit Certifier Information
Rank:
Name (max 50 chars):
Billet (max 11 chars):
Command (max 175 chars):
Commissioned Officer Information
Rank:
Name (max 50 chars):
Billet (max 11 chars):
Command (max 175 chars):
Print Affidavit
User must save the package first before printing
Previous
Next
Save
Save & Close
«Top»
Use of this system constitutes agreement with THIS statement in conjunction with the PRIVACY ACT STATEMENT
Select as appropriate.
Preparer's information
Officer certification
Click Save and Next


Marine Corps Electronic Administrative Separations (MCEAS)
Version: 2.2.2.5.2.0001 Server: ON Page Refreshed At: 2012/09/04 09:12 CDT
Current Profile: MISC - DIVISION - 4TH ASSAULT AMPHIBIOUS BN, 4THMARDIV (YW/YW)
Please Select A Menu
Home | Change Profile | Back to MOL | Logout
«Bottom
Preparer Board
Open Documents | View Package Details | Package Tracking
Package id: 4006
Package Status: Printed Notification
Separating Auth: MARFORRES
Authority: GCMCA
Respondent:
SSN:
Grade: E5
Strength Category: 0
Waived Rights: YES
Submitted Statement: NO
Rec'd Req'd 6105 Counseling: NO
Suspension Authorized: YES
Step 3 of 5: Board
Section: Board
*Date of Incident: 2012/08/23
*Submitted Statement. Yes No
*Member is board eligible. Board Requested Waived Rights
Previous
Next
Save
Save & Close
Did the Marine submit a statement?
Did the Marine request a board? (See AOR form)
Save and Next
«Top
Use of this system constitutes agreement with THIS statement in conjunction with the PRIVACY ACT STATEMENT



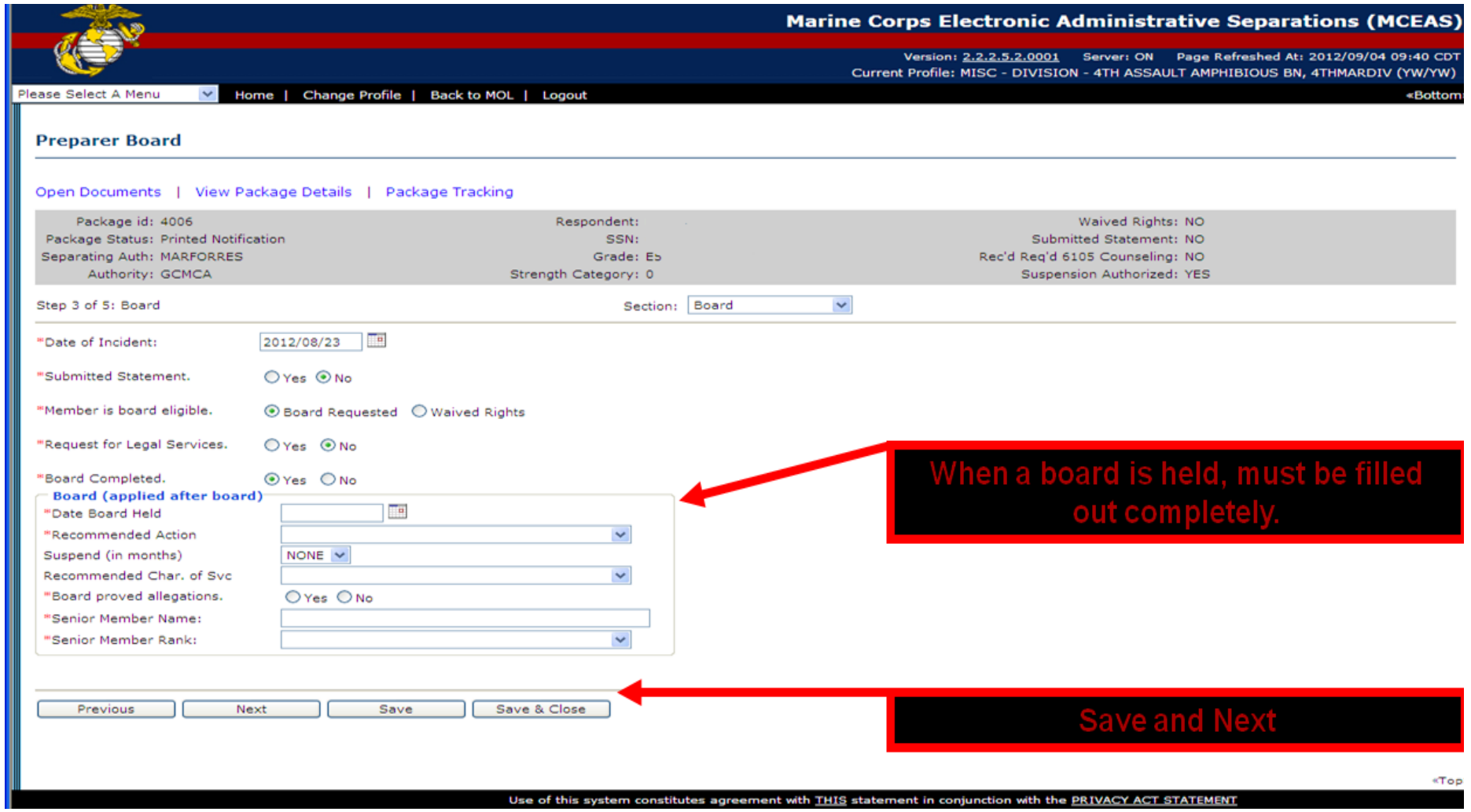
Select Yes for board cases

Documentary evidence must be submitted with request.

Input Members' names if known

Fill out completely

Save and print


Marine Corps Electronic Administrative Separations (MCEAS)
Version: 2.2.2.5.2.0001 Server: ON Page Refreshed At: 2012/09/04 09:40 CDT
Current Profile: MISC - DIVISION - 4TH ASSAULT AMPHIBIOUS BN, 4THMARDIV (YW/YW)
Please Select A Menu
Home | Change Profile | Back to MOL | Logout
«Bottom
Preparer Board
Open Documents | View Package Details | Package Tracking
Package id: 4006
Package Status: Printed Notification
Separating Auth: MARFORRES
Authority: GCMCA
Respondent:
SSN:
Grade: E5
Strength Category: 0
Waived Rights: NO
Submitted Statement: NO
Rec'd Req'd 6105 Counseling: NO
Suspension Authorized: YES
Step 3 of 5: Board
Section: Board
*Date of Incident: 2012/08/23
*Submitted Statement. Yes No
*Member is board eligible. Board Requested Waived Rights
*Request for Legal Services. Yes No
*Board Completed. Yes No
Board (applied after board)
*Date Board Held
*Recommended Action
Suspend (in months) NONE
Recommended Char. of Svc
*Board proved allegations. Yes No
*Senior Member Name:
*Senior Member Rank:
Previous
Next
Save
Save & Close
«Top
Use of this system constitutes agreement with THIS statement in conjunction with the PRIVACY ACT STATEMENT

When a board is held, must be filled out completely.

Save and Next

Marine Corps Electronic Administrative Separations (MCEAS)

Version: 2.2.2.5.2.0001 Server: ON Page Refreshed At: 2012/09/04 10:03 CDT
Current Profile: MISC - DIVISION - 4TH ASSAULT AMPHIBIOUS BN, 4THMARDIV (YW/YW)

Please Select A Menu | Home | Change Profile | Back to MOL | Logout «Bottom

Preparer Checklist

Open Documents | View Package Details | Package Tracking

Package id: 4006	Respondent:	Waived Rights: NO
Package Status: Printed Notification	SSN:	Submitted Statement: NO
Separating Auth: MARFORRES	Grade: E5	Rec'd Req'd 6105 Counseling: NO
Authority: GCMCA	Strength Category: 0	Suspension Authorized: YES

Step 5 of 5: Document Checklist Section: Document Checklist

Help: To upload documents, click on the 'Upload' button for each document

* Indicates a required document

All Packages		
*Signed Notification sent to Marine(with both enclosures)	Browse...	Upload
*The signed AOR or the Initialied "For Command Use Only" Document (dated 20 days after mail receipts)	Browse...	Upload
*Signed BCNR/NDRB	Browse...	Upload
*Certified Mail receipts, RESTRICTED DELIVERY required(PS Form 3800 & PS Form 3811) OR USPS Tracking & Confirmation Page (http://www.usps.com) (only if PS Form 3811 is not available) or if hand delivered, the Personal Receipt of Notification Letter	Browse...	Upload
Affidavit of Service(Reservist or Active Duty Marine IHCA)	Browse...	Upload
Returned Envelope(s)	Browse...	Upload
Notification of SGLI Benefits(NAVMC 11378, Reservist only)	Browse...	Upload
Termination of SGLI Benefits(NAVMC 11379, if applicable)	Browse...	Upload
*Character Statements (NCO,SNCO,OIC/CO)	Browse...	Upload
Statement of Marine (if made)	Browse...	Upload
*SRB Pages (DD Form 4, DD Form 1966, 3, 11, 12, 13)(readact all SSN's but SNM's)	Browse...	Upload
TBIR (optional)	Browse...	Upload
*Medical Evaluation per MARADMIN 328/10 OR Certification if SMCR with no combat service or deployment AND no diagnosis of PTSD or TBI, OR letters and certified mail receipts of command attempts to comply with the medical evaluation requirement	Browse...	Upload
SJA Miscellaneous	Browse...	Upload

Misconduct / Drug Abuse (6210.5)		
*Naval Message/Results Report (redact all SSN's but SNM's from all docs)	Browse...	Upload
*Drug Ledger/Drug Register	Browse...	Upload

Certifier Comment Error

- In post-notification inbox, go to page 3.
- Select “Waived Rights”
- Save the package and click “Next”
- Scroll down on page 4 to the Comments box
- Input comments and save
- Click “Previous”
- Re-select “Board Requested,” fill in required fields, and save.

The package can now be approved

Authority: GCMCA | Strength Category: 0 | Suspension Authorized: YES

Step 4 of 5: Commander Letter | Section: Commander Letter

SSIC 1910
Office Code (if applicable) SJA
Date

From
Title: Commanding Officer
Street: 4400 Dauphine Street
City: NEW ORLEANS
State: LA
Zip: 70146-0000

To
Title: Commander
Street: 2000 Opelousas Ave
City: NEW ORLEANS
State: LA
Zip: 70146-0000

Recommended Separation Basis
General: Misconduct
Specific: Drug Abuse

Board Recommendation
Recommended Action:
Recommended Suspend (in months): NONE
Recommended Char. of Svc.:

Subject RECOMMENDATION FOR ADMINISTRATIVE DISCHARGE OF USMC

* Recommended Action
Recommended Suspend (in months) NONE
* Recommended Char. of Svc. Other Than Honorable
*Comments

View Board End CO Letter | User must save the package first before viewing the letter(s)

Previous | Next | Save | Save & Close

«Top

Use of this system constitutes agreement with THIS statement in conjunction with the PRIVACY ACT STATEMENT

CERTIFIER

ENDORSEMENT

- Endorsements Tab in MCEAS must be approved before the legal review can be completed.
  - The Endorsements Tab in MCEAS should have comments about the rehabilitative potential, if any, of the individual and the steps taken by the command before initiation of separation in leading, counseling, and assisting the Marine concerned.
  - Complete the recommended characterization of service/recommended action blocks. A recommended characterization of service is required even if recommending retention. If recommending suspension, input the number of months (1-12), or leave blank.
  - Click “Approve Endorsement” in the upper left corner of screen.

Awaiting SJA Review

- Once the last link in the chain of command endorses the ADSEP it is forwarded to SJA for review
- Can run Marine as Cat ‘X’
- ADSEP’s are reviewed for Legal Sufficiency
- Once they are found sufficient they are forwarded to the Separation Authority for action

Return for Re-Notification

- If a package is returned from the Certifier or SJA for re-notification the package will appear in the Preparer's Pre-Notification Inbox with a package status of 'Re-Notification.' The Preparer should receive a notification email indicating that the package was returned.
- The Preparer should look in the comments field of the ADSEP Tracking under the corresponding package number to determine why the package was returned.
- Once the Preparer has opened the package in their Pre-Notification Inbox the package status will change to 'Draft.'

Closed Packages

- When the Final Endorsement has been completed, the ADSEP package will be returned to the Preparer's Closed Inbox.
- The Preparer will be able to View Package Details to see the final action for the ADSEP Package.
- The Preparer will be able to Open Documents to see the documents that were attached to the ADSEP package.
- The Preparer will be able to Print the SA's Letter to process the ADSEP in MCTFS.

ADSEPS

MARADMIN 328/10 requires all Marines with combat service/deployment to screened for PTSD and/or TBI. Doctor must speak to the presence or the absence of it. If found with PTSD/TBI the Marine must be sent to a psychologist or psychiatrist to determine if it was a determining factor in the misconduct.

ADSEPS

Intent is to ensure that separation authority has all pertinent information concerning medical conditions that may have a material impact on a Marine's behavior, especially a Marine who has or reasonably alleges to have a Traumatic Brain Injury ("TBI") or Post Traumatic Stress Disorder ("PTSD").

UNSAT PARTICIPATION

- Unsatisfactory Participation in the Ready Reserve (MARCORSEPMAN 6213)
  - Supporting Documentation Required:
    - Unsatisfactory Participation Letters;
    - Contact Sheets (Figure 5-17 of MARFORRES LEGAL SOP);
    - D984 Screen with 9 or more UA's on or BEFORE the date of Notification Letter and within the past 12 months
    - SOU for ROEP, if applicable.
  - Additional Documents per the MCEAS Checklist.

Return to Preparer Role

MISCONDUCT / DRUG ABUSE

- Misconduct / Drug Abuse (MARCORSEPMAN 6210.5)
- Three Documents Required:

1. **Results Report**. Redact all SSNs but SNM's from all three drug documents;
2. **Drug Ledger / Test Register** with SNM's signature;
3. **DD Form 2624**. Pages 1 & 2 required.

- NOTE: All 3 documents must reference the same date of collection.

- Additional Documents per the MCEAS Checklist

Return to Preparer Role

ADD to Page 11

- Also per MARCORSEPMAN 6210.5d I have been advised that I am to be screened for drug dependency at a Substance Abuse Counseling Center (SACC).

I choose (TO) or (NOT TO) be screened for drug dependency

Sample Page 11 Entry for Positive Urinaylsis:

_____Counseled this date concerning the following deficiencies: specifically for the results of the urinalysis conducted on DAY MONTH YEAR in which my results tested positive for ADD DRUG HERE. By these actions you demonstrated a serious lack of leadership and violated the ethos of the Marine Corps, which will not be tolerated. Specific recommendations for corrective action are not to engage in illicit activities and to seek assistance which available through my chain of command and civilian agencies. Per MCO P1900.16F, I am advised that processing for administrative separation is mandatory and will commence immediately.

Also per MARCORSEPMAN 6210.5d I have been advised that I am to be screened for drug dependency at a Substance Abuse Counseling Center (SACC).
I choose (TO) or (NOT TO) be screened for drug dependency

I was advised that within five (5) working days after acknowledgment of this entry, a written rebuttal could be submitted and this rebuttal will be filed on the document side of the SRB. I choose (TO) or (NOT TO) make such a rebuttal.

_____ SNM _____
CO

UNITED STATES MARINE CORPS
[redacted] BATTALION (-)

IN REPLY REFER TO:
1910
Med
4 Jun 10

CERTIFIED # 7010 0290 0000 3299 9232

From: Legal Chief, General Support Motor Transport Company,
Sixth Motor Transport Battalion
To: Private [redacted]

Subj: DRUG DEPENDENCY SCREENING

Ref: (a) MARCORSEPMAN

1. Upon receipt of this letter you are hereby directed to contact this command to schedule an appointment for a medical evaluation. You will have 20 calendar days to contact this command, schedule an appointment and return the documentation.

2. Per reference (a), you are required to be screened for drug dependency at a Substance Abuse Counseling Center (SACC). Failure to complete a screening will not delay the administrative separations proceedings.

3. Questions or comments about this notice can be directed to GySgt Alan Montoya at commercial (401)-845-6925.

[redacted]

WEIGHT CONTROL FAILURE vs. UNSAT PERFORMANCE OF DUTIES

- Weight control program is challenging to administer

- 6215 Weight Control/Body Composition Failure
  - (when no other basis can be used) (made some progress)

  vs.
- 6206.5(b) Unsatisfactory Performance of Duties:
  "Member may also be separated under this basis for
  failure to conform to weight standards as a result of
  APATHY OR LACK OF SELF DISCIPLINE"
  Whenever possible select UnSat Perf.

OTHER MISCONDUCT

- 6210.10 Misconduct / Driving Under The Influence
  - Mandatory Processing after 2nd substantiated incident.
- 6210.6 Misconduct/Commission of Serious Offense
  - Registered Sex Offenders – Mandatory processing per MARADMIN 317/09
- Use traditional misconduct separation provisions:
  - Pattern of Misconduct: 6210.3 (only if proper 6105)
  - Commission of Serious Offense: 6210.6*
  - COSO needs a service related link to make OTH stick
  - Conviction not necessary, facts of case, MCM related offenses that warrant punitive D/C and 1 year confine

UNITED STATES MARINE CORPS
[redacted]

IN REPLY REFER TO:
1900
Admin
2 Mar 13

From: Battalion Legal Clerk
To: Marine Corps Enlisted Administrative Separations (MCEAS) System, Package number [redacted]

Subj: SERVICE RELATION TO THE MISCONDUCT OF PRIVATE FIRST CLASS [redacted] USMCR

1. The actions of Private First Class (PFC) [redacted] have had a negative effect on the morale and discipline to the members of the command.

2. As a result of PFC [redacted] misconduct, his apprehension will cause him to be absent from Annual Training and/or deployments in the future.

3. Point of contact for this matter is Sergeant [redacted] at commercial ([redacted]) [redacted] extension 6001.

[redacted]

Administrative Board Procedures

UNCLASSIFIED

- Review paragraphs 6304 and 6315.
- Before submitting RLS, ensure all documents uploaded in MCEAS
- Determine if Recorder support is needed for the board.
- Submit RLS to MFR. MFR will submit RLS to Capitol Region LSST
- Board membership.
- RLS strategy and punt method

REQUEST FOR LEGAL SERVICES (RLS)		
1. ACCUSED/RESPONDENT NAME (Last, First, MI)		
2. GRADE	3. SSN	4. MOS
5. UNIT		
6. NAME OF COMMAND POINT OF CONTACT		7. POC TELEPHONE
8. POC E-MAIL		
9. REQUEST APPROPRIATE LEGAL SERVICES FOR:		
9a. [ ] Administrative Separation for: [ ] Convenience of the Government [ ] Defective Enlistment [ ] Unsatisfactory Performance [ ] Alcohol Rehab Failure [ ] Misconduct: [ ] Minor Disciplinary Infractions [ ] Pattern of Misconduct [ ] Drug Abuse [ ] Commission of Serious Offense [ ] Civilian Conviction [ ] Other [ ] Unsatisfactory Participation [ ] Weight Control Failure		
10. IS THE RESPONDENT WITHIN 1 YEAR OF EAS/RECC? YES NO		
10a. IF YES Date of EAS/RECC:		
11. REQUIRED ADSEP DOCUMENTS AND EVIDENCE UPLOADED TO MCEAS: YES NO If No (Explain in Remarks)		
12. BOARD INFORMATION		
12a. Location of board :		
12b. Will Recorder support be needed (note that if this is requested the unit will pay for the travel of the recorder): YES NO		
12c. If NO name of the Recorder:		
12d. Preferred Day of the Board:		
12e. Alternate Day of the Board:		
13. Suggested Administrative Separation Board Members; reference chapter 6, paragraph 6315.1: a. Senior Voting Member: b. Voting Member: c. Voting Member:		
13a. Alternate Administrative Separation Board Members a. Senior Voting Member: b. Voting Member: c. Voting Member:		

14. REMARKS

14. SIGNATURE OF COMMANDING OFFICER OR DESIGNEE BY DIRECTION AND DATE:

_____ _____

SIGNATURE DATE

REQUEST FOR LEGAL SERVICES (RLS) - PAGE 2

Common Errors

- Custody Status
- No Comments by Commander on 328/10
- SSN’s on DD Form 1966
- Insufficient notification
- AOR and AOS dates incorrect
- Drug dependency screening not offered
- Wrong sep basis/char of service
- Supporting documents.
  - Weigh in, PFT roster, CFT roster, 6105’s

RECORD OF MILITARY PROCESSING - ARMED FORCES OF THE UNITED STATES

(Read Privacy Act Statement and Instructions on back before completing this form.)

OMB No. 0704-0173
OMB approval expires Mar 31, 2010

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION.

A. SERVICE PROCESSING FOR	B. PRIOR SERVICE:	C. SELECTIVE SERVICE CLASSIFICATION	D. SELECTIVE SERVICE REGISTRATION NO.
DMV	YES [X] NO NUMBER OF DAYS: 0		

SECTION I - PERSONAL DATA

1. SOCIAL SECURITY NUMBER: [redacted]
2. NAME (Last, First, Middle Name) (and Maiden, if any): Jr., Sr., etc.): M[redacted] [redacted]
3. CURRENT ADDRESS (Street, City, County, State, Country, ZIP Code): 349A COMMUNITY DRIVE LEXINGTON [redacted] WEST COLUMBIA [redacted] UNITED STATES
4. HOME OF RECORD ADDRESS (Street, City, County, State, Country, ZIP Code): 349A COMMUNITY DRIVE LEXINGTON [redacted] WEST COLUMBIA [redacted] UNITED STATES
5. CITIZENSHIP: [X] a. U.S. AT BIRTH (If this box is marked, also X (1) or (2)) [X] (1) NATIVE BORN [ ] (2) BORN ABROAD OF U.S. PARENT(S)
6. SEX: [X] a. MALE [ ] b. FEMALE
7a. RACIAL CATEGORY: [ ] (1) AMERICAN INDIAN OR ALASKA NATIVE [ ] (2) ASIAN [ ] (3) BLACK OR AFRICAN AMERICAN [X] (4) WHITE [ ] (5) NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER
7b. ETHNIC CATEGORY: [ ] (1) HISPANIC OR LATINO [X] (2) NOT HISPANIC OR LATINO
8. MARITAL STATUS (Usually): SINGLE
9. NUMBER OF DEPENDENTS: 0
10. DATE OF BIRTH (YYYYMMDD): 19810522
11. RELIGIOUS PREFERENCE (Optional): CHRISTIAN
12. EDUCATION (Year Signed Up Or Completed): 12
13. PROFICIENCY IN FOREIGN LANGUAGE (If Yes, specify. If No, enter NONE): NONE
14. VALID DRIVER'S LICENSE (If Yes, list State, number, and expiration date): [X] YES [ ] NO — [redacted] 20120522
16. PLACE OF BIRTH (City, State and Country): LEXINGTON [redacted] UNITED STATES

SECTION II - EXAMINATION AND ENTRANCE DATA PROCESSING CODES

(FOR OFFICE USE ONLY - DO NOT WRITE IN THIS SECTION - Go on to Page 2, Question 20.)

16. APTITUDE TEST RESULTS

a. TEST ID	b. TEST SCORES	AFQT PERCENTILE	GS	AR	WK	PC	MK	EI	AS	SO	AO	VE
A	78	31	45	03	49	47	41	48	50	51	59	43

17. DEP ENLISTMENT DATA

a. DATE OF ENLISTMENT - DEP (YYYYMMDD)	b. PROJECTED DUTY DATE (YYYYMMDD)	c. [illegible]	d. RECRUITER IDENTIFICATION	e. STA ID	f. PDF
		3			

g. T-C SCHOOL	(1)	(2)	(3)	(4)	(5)	(6)	h. LOA	i. PAY GRADE	j. MOS ARMED CODES	k. SRB (YYMM)	l. ADD OBLIGATION (YYMM)

18. ACCESSION DATA

a. DATE OF ENLISTMENT (YYYYMMDD)	b. ACTIVE DUTY SERVICE DATE (YYYYMMDD)	c. PAY ENTRY BASE DATE (YYYYMMDD)	d. SRB (YYMM)	e. ADDL OBLIGATION (YYMMDD)
20110117	20110606	20110606	080000	000000

f. MARITAL STATUS	(1)	(2)	(3)	(4)	(5)	(6)	g. PAY GRADE	h. DATE OF GRADE (YYYYMMDD)	i. LOS	j. ENLISTMENT OPTIONS
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Z01	20110606	12	L

k. RECRUITER IDENTIFICATION	l. STA ID	m. PDF	n. T-C SCHOOLS	o. PROGRAMS	p. YOUTH	q. CIA	r. MISC.
[redacted]	97317X	ZY	80112	35211	Y Y	Y Y	

s. SRC ARMED CODES	t. SRC DOD CODES ARMED	u. TRANSFER TO (USC)
AB		MCCC60

19. SERVICE RECEIVED CODES

K	4	9	7	3	1	4	6	5	4	E	A	A	A	1	2	L	I	3	5	M	I	I	0	
9	5	0	9	4	0	8	9			0	9	9												

DD FORM 1966/1, MAR 2007 — PREVIOUS EDITION IS OBSOLETE. — Adobe Professional 7.0

20. NAME (Last, First, Middle) [redacted] — 21. SOCIAL SECURITY NUMBER [redacted]

SECTION III - OTHER PERSONAL DATA

22. EDUCATION

a. List all high schools and colleges attended. (List dates in YYYYMM format.)

(1) FROM	(2) TO	(3) NAME OF SCHOOL	(4) LOCATION	(5) GRADUATE YES	(5) GRADUATE NO
200706	200906	High School	[redacted]		
200908	200707	[redacted] High School	[redacted]		

b. Have you ever been enrolled in ROTC, Junior ROTC, Sea Cadet Program or Civil Air Patrol?	YES	NO

23. MARITAL/DEPENDENCY STATUS AND FAMILY DATA (If "Yes," explain in Section VI, "Remarks.")

a. Is anyone dependent upon you for support?		
b. Is there any court order or judgment in effect that directs you to provide alimony or support for children?		
c. Do you have an immediate relative (father, mother, brother, or sister) who: (1) is now a prisoner of war or is missing in action (MIA); or (2) died or became 100% permanently disabled while serving in the Armed Services?		
d. Are you the only living child in your immediate family?		

24. PREVIOUS MILITARY SERVICE OR EMPLOYMENT WITH THE U.S. GOVERNMENT (If "Yes," explain in Section VI, "Remarks.")

a. Are you now or have you ever been in any regular or reserve branch of the Armed Forces or in the Army National Guard or Air National Guard?		
b. Have you ever been rejected for enlistment, reenlistment, or induction by any branch of the Armed Forces of the United States?		
c. Are you now or have you ever been a deserter from any branch of the Armed Forces of the United States?		
d. Have you ever been employed by the United States Government?		
e. Are you now drawing, or do you have an application pending, or approved for: retired pay, disability allowance, severance pay, or a pension from any agency of the Government of the United States?		

25. ABILITY TO PERFORM MILITARY DUTIES (If "Yes," explain in Section VI, "Remarks.")

a. Are you now or have you ever been a conscientious objector? (That is, do you have, or have you ever had, a firm, fixed, and sincere objection to participation in war in any form or to the bearing of arms because of religious belief or training?)		
b. Have you ever been discharged by any branch of the Armed Forces of the United States for reasons pertaining to being a conscientious objector?		
c. Is there anything which would preclude you from performing military duties or participating in military activities whenever necessary (i.e., do you have any personal restrictions or religious practices which would restrict your availability)?		

26. DRUG USE AND ABUSE (If "Yes," explain in Section VI, "Remarks.") Have you ever tried, used, sold, supplied, or possessed any narcotic (to include heroin or cocaine), depressant (to include quaalude), stimulant, hallucinogen (to include LSD or PCP), or cannabis (to include marijuana or hashish), or any mind-altering substance (to include glue or paint), or anabolic steroid, except as prescribed by a licensed physician?	REFER DASF	TO

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27. NAME (Last, First, Middle Initial) [redacted] | 28. SOCIAL SECURITY NUMBER [redacted]

SECTION IV - CERTIFICATION

29. CERTIFICATION OF APPLICANT (Your signature in this block must be witnessed by your recruiter.)

a. I certify that the information given by me in this document is true, complete, and correct to the best of my knowledge and belief. I understand that I am being accepted for enlistment based on the information provided by me in this document; that if any of the information is knowingly false or incorrect, I could be tried in a civilian or military court and could receive a less than honorable discharge which could affect my future employment opportunities.

b. TYPED OR PRINTED NAME (Last, First, Middle Initial)	c. SIGNATURE	d. DATE SIGNED (YYYYMMDD)
[redacted]	Michael Brian Mcintosh	20101116

30. DATA VERIFICATION BY RECRUITER (Enter description of the actual documentation used to verify the following items.)

a. NAME (X one)	b. AGE (X one)	c. CITIZENSHIP (X one)
X (1) BIRTH CERTIFICATE	X (1) BIRTH CERTIFICATE	X (1) BIRTH CERTIFICATE
(2) OTHER (Explain)	(2) OTHER (Explain)	(2) OTHER (Explain)
d. SOCIAL SECURITY NUMBER (SSN) (X one)	**e. EDUCATION (X one)**	**f. OTHER DOCUMENTS USED**
X (1) SSN CARD	X (1) DIPLOMA	
(2) OTHER (Explain)	(2) OTHER (Explain)	

31. CERTIFICATION OF WITNESS

a. I certify that I have witnessed the applicant's signature above and that I have verified the data in the documents required as prescribed by my directives. I further certify that I have not made any promises or guarantees other than those listed and signed by me. I understand my liability to trial by courts-martial under the Uniform Code of Military Justice should I effect or cause to be effected the enlistment of anyone known by me to be ineligible for enlistment.

b. TYPED OR PRINTED NAME (Last, First, Middle Initial)	c. PAY GRADE	d. RECRUITER I.D.	e. SIGNATURE	f. DATE SIGNED (YYYYMMDD)
[redacted]	E5	[redacted]	[redacted]	20101116

32. SPECIFIC OPTION/PROGRAM ENLISTED FOR, MILITARY SKILL, OR ASSIGNMENT TO A RECRUITING/GEOGRAPHICAL AREA GUARANTEED

a. SPECIFIC OPTION/PROGRAM ENLISTED FOR (Completed by Guidance Counselor, MEPS (Unless NOS etc., as specified by sponsoring service.) (Use other than English.)

6x2 REDP [redacted] MOS 3521

b. I fully understand that I will not be guaranteed any specific military skill or assignment to a geographic area except as shown in Item 32.a. above and annexes attached to my Enlistment/Reenlistment Document (DD Form 4). c. APPLICANT'S INITIALS MBM

33. CERTIFICATION OF RECRUITER OR

a. I certify that I have reviewed all information contained in this document and, to the best of my judgment and belief, the applicant fulfills all legal policy requirements for enlistment. I accept his/her for enlistment on behalf of the United States (Enter Branch of Service)

Marine Corps and certify that I have not made any promises or guarantees other than those listed in Item 32.a. above. I further certify that service regulations governing such enlistments have been strictly complied with and any waivers required to effect applicant's enlistment have been secured and are attached to this document.

b. TYPED OR PRINTED NAME (Last, First, Middle Initial)	c. PAY GRADE	d. RECRUITER I.D. OR ORGANIZATION	e. SIGNATURE	f. DATE SIGNED (YYYYMMDD)
[redacted]	E7	[redacted]	[redacted]	20101117

SECTION V - RECERTIFICATION

34. RECERTIFICATION BY APPLICANT AND CORRECTION OF DATA AT THE TIME OF ACTIVE DUTY ENTRY

a. I have reviewed all information contained in this document this date. That information is still correct and true to the best of my knowledge and belief. If changes were required, the original entry has been marked "See Item 34" and the correct information is provided below.

b. ITEM NUMBER	c. CHANGE REQUIRED
9a	Rank: E2 RDEP MOS 3521 [redacted]

d. APPLICANT (1) SIGNATURE	(2) DATE SIGNED (YYYYMMDD)	e. WITNESS (1) TYPED OR PRINTED NAME (Last, First, Middle Initial)	(2) RANK/GRADE	(3) SIGNATURE
[redacted]	20110606	[redacted]	E7	[redacted]

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34. NAME (Last, First, Middle Initial) [redacted] | 35. SOCIAL SECURITY NUMBER [redacted]

SECTION VI - REMARKS

(Specify item(s) being continued by Item number. Continue on separate pages if necessary.)

LEVEL WAIVER APPROVED ON

WAIVER #

MEPS LIAISON

PARTIAL IST PREPARED ON 20110606
PU/HANG 4 CRUNCHES 50
MEPS LIAISON

PARTIAL IST PREPARED ON
PU/HANG CRUNCHES
MEPS LIAISON

"I HAVE REVIEWED THIS ENLISTMENT PACKAGE FOR ACCURACY AND COMPLETENESS. I FIND THE APPLICANT QUALIFIED FOR PROCESSING AND ENLISTMENT INTO THE UNITED STATES MARINE CORPS."

Marshall E Levy
SPCDTC RECRUITER

SHE WOULD LIKE TO GO ON THE BUDDY PROGRAM WITH MATTHEW WILLIAM KYZER SSN# [redacted]

Applicant Enlisted on 20101117 And Laughed Ist Interview/Orientation on 20110602 By [redacted]. Applicant/Mom Stick To Recruit Training on 20110606

Add Remark

DD FORM 1966/3 ATTACHED? (If one) YES [ ] NO [X]

SECTION VII - STATEMENT OF NAME FOR OFFICIAL MILITARY RECORDS

37. NAME CHANGE.

If the preferred enlistment name (name given in Item 2) is not the same as on your birth certificate, and it has not been changed by legal procedure prescribed by state law, and it is the same as on your social security number card, complete the following:

a. NAME AS SHOWN ON BIRTH CERTIFICATE	b. NAME AS SHOWN ON SOCIAL SECURITY NUMBER CARD

c. I hereby state that I have not changed my name through any court or other legal procedure; that I prefer to use the name of _____ by which I am known in the community as a matter of convenience and with no criminal intent. I further state that I am the same person as the person whose name is shown in Item 2.

d. APPLICANT (1) SIGNATURE	(2) DATE SIGNED (YYYYMMDD)

e. WITNESS (1) TYPED OR PRINTED NAME (Last, First, Middle Initial)	(2) PAY GRADE	(3) SIGNATURE

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Additional Legal Admin Matters

NJP

- **Must have jurisdiction over the offense. (i.e. offense occurred during drill, AT, etc..)**
- **No NJP for drug pops on weekend drills. (Unless you can establish USE while in a duty status)**
- **All NJP's that are conducted on SMCR must pass the duty status test.**
- **NJP Authority during deployment**
  - **If unit deploys as a T/O unit then the commander has same authority OCONUS as CONUS**
  - **Don't assume your unit will have NJP authority. Analyze, review MOB orders, will unit be T/O, higher command during deployment?**
  - **If you don't have NJP authority, ensure you know where to go for support**

CRB

- **CRB's are for professional incompetence and should not be conducted on Marines for solely misconduct.**

- **MARCOPROMAN 6001.2.d states that ""reductions effected per this paragraph are administrative in nature and are not intended or designed to function as disciplinary measures"**

- **MARCORPROMAN 6001.2.i states that "The Commander should refer all criminal misconduct to disciplinary; i.e., NJP, C-M. The commander may not use the same misconduct as the basis for administrative action such as CRB for reduction due to professional incompetence." Plain language : CRB's SHOULD not be used to replace the typical tools to address misconduct.**

- **It is a common argument for commanders to state that they are not conducting the CRB for drug use, UA, etc but because of poor judgment, leadership, morals etc. That's a creative work around of what the intent of a CRB.**

- **Marine must be counseled and given a reasonable amount of time to correct deficiencies.**

Summary Courts-Martial

- Minor offenses (No DD or confinement for 1 year or more, no capital offenses)
- Do not conducted SCM where they will be contested by the defendant
- Military Rules of Evidence DO apply
- Post Trial Review by MFR SJA required

Questions?